

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT FARM ADVISOR		(2) MEETING DATE February 7, 2006		(3) CONTACT/PHONE Richard Enfield (805) 781-4093	
(4) SUBJECT Request to 1) approve a budget adjustment in the amount of \$9,732 from within accounts and 2) amend the fixed asset list for Fund Center 215 – Farm Advisor to include a Richo Aficio copier/printer/scanner unit.					
(5) SUMMARY OF REQUEST The San Luis Obispo County Farm Advisor Department is requesting a transfer of funds for the purpose of acquiring a new copier/printer/scanner unit as a fixed asset purchase to replace its 7-year-old copier.					
(6) RECOMMENDED ACTION 1 Approve a budget adjustment in the amount of \$9,732 from within accounts. 2 Amend the fixed asset list for Fund Center 215 – Farm Advisor to include a Richo Aficio copier/printer/scanner.					
(7) FUNDING SOURCE(S) Fund Center 215 – within accounts		(8) CURRENT YEAR COST \$9,732		(9) ANNUAL COST \$696	
(10) BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): None					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A		
(19) OUTLINE AGREEMENT REQUISITION NUMBER _____			(20) W-9 <input type="checkbox"/> No <input type="checkbox"/> Yes		
(21) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center; font-size: 1.5em; font-family: cursive;">Richard Enfield</div>					

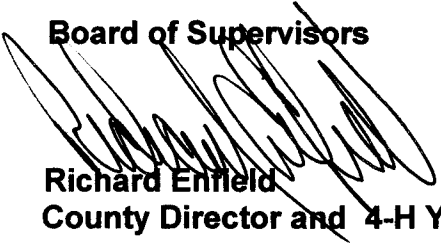
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TO: **Board of Supervisors**

FROM: **Richard Enfield**
County Director and 4-H Youth Development Advisor

DATE: **February 7, 2006**

SUBJECT: **Request to 1) approve a budget adjustment in the amount of \$9,732 from within accounts and 2) amend the fixed asset list for Fund Center 215 – Farm Advisor to include a Richo Aficio copier/printer/scanner unit.**

Recommendation

- 1 Approve a budget adjustment in the amount of \$9,732 from within accounts.
- 2 Amend the fixed asset list for Fund Center 215 – Farm Advisor to include a Richo Aficio copier/printer/scanner.

Discussion

The Farm Advisor Department is requesting a transfer of funds for the purpose of acquiring a new copier/printer/scanner unit as a fixed asset purchase. This purchase is required to replace the existing 7-year-old copier which is consistently breaking down and requiring numerous maintenance outages and replacement parts. The new copier will be networked with staff computers within the Department and will be able to be used as a printer as well as a scanner to electronically store files.

Due to the constant demand for an efficient and more trouble-free photocopier, as well as the need to easily electronically scan and store documents, the Farm Advisor Department is requesting a new networked "photocopier" which will also be used as a networked printer and digital scanner. The photocopier will replace the need for the replacement of desk-top printers with county funds. The requested fixed asset will significantly improve the management of the department's document workflow and will allow the department to become aligned with the county's desire to reduce paper files.

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The following is a description of the fixed asset to be purchased.

FIXED ASSET	ASSET TOTAL	ANNUAL MAINTENANCE
Ricoh Aficio 2051 Copier	\$9,732	\$696

This item can be purchased by transferring funds to account 5500030 (Fixed Assets) from the following accounts:

Account 5001210 (Regular Hours-Permanent),	\$4,867
Account 5050040 (Car Rentals),	\$ 150
Account 5050190 (Maint Contracts),	\$1,165
Account 5050265 (Mileage Reimb-Nonemployee)	\$1,200
Account 5050340 (Prof & Special Services),	\$ 700
Account 5050370 (Registration, Seminar, etc.),	\$ 600
Account 5050400 (Rents & Leases-Equipment)	\$ 100
Account 5050450 (Travel Expenses)	\$ 950

Other Agency Involvement/Impact

None.

Financial Considerations

There will be no additional impact for this fixed asset purchase since the Farm Advisor Department will reallocate the funding for this fixed asset from savings within the Salary and Benefits (\$4,867) and Services and Supplies (\$4,865) accounts. Annual maintenance cost will be \$696, which is \$984 lower than the costs for the current copier.

Results

The anticipated results are a more efficient and networked document imager which will allow the department to easily electronically scan and store documents, therefore reducing paper files. The purchase of the digital imager will also decrease the use and need for desk-top printers, permanently reducing the purchase of inkjet cartridges. The cost per copy will be reduced, thereby reducing the annual maintenance costs by \$984 per year. In addition, staff productivity will be increased because of faster copying and networked capability.

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